

UNITED STATES POSTAL SERVICE NATIONAL CUSTOMER SUPPORT CENTER

RIBBS WEB ACCESS REQUEST FORM

This form will be used to create a WEB based account with the National Customer Support Center (NCSC) which will be utilized to send/receive (upload/download) files for the business affiliation indicated below to/from the NCSC Rapid Information Bulletin Board (RIBBS). Please complete this form and all accompanying documentation and return via mail utilizing the information at the bottom of this form. Your Email address will be used to notify you of approved access.

Select a business affiliation (Complete a separate form for each business affiliation request):

☐ DMM Module L Labeling List

☐ Other _____

Requester's Name (Please print):		Job Title:	
Last 4 digits of Social Security Number/Tax ID Number:	E-mail Address:	Telephone Number:	Fax Number:
Manager's Name (Please print):		Job Title:	
Last 4 digits of Social Security Number/Tax ID Number:	E-mail Address:	Telephone Number:	Fax Number:
Department:			
Company Name:			
Urbanization:			
Address:			
City:		State:	ZIP+4 Code:
Telephone Number:		Fax Number:	

Privacy Act Statement

The collection of this information is authorized by 39 U.S.C. 401 and Public Law 100-235, Computer Security Act of 1987. This Information will be used to assign computer access to data and or files on computer systems limited to authorized persons through the use of computer security access control products. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by the NLRA; where pertinent, in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting or licensing decision by the requesting agency; to a government agency in order to elicit information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against the USPS under 29 CFR 1613; and to the Merit Systems Protection Board of Offices of Special Counsel for proceedings involving possible prohibited personnel practices. Completion of this form is voluntary; however, if this information is not provided, you may not be granted computer access.

User Responsibility Agreement Statement

I am responsible for Logon/Logoff, all actions pertaining to the use of my assigned logon ID, and will not provide my logon ID to another person. I agree that access to computer data or files not authorized to me is prohibited. I understand my logon ID may be suspended indefinitely if I violate security procedures or fail to provide update information for the information listed above whenever I change job positions. I agree that misuse of a USPS computer system may result in disciplinary action and/or criminal prosecution. I understand that any detected misuse of a computer system will be reported to the Inspection Service.

Requestor's Signature:	Date:
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Manager Responsibility Agreement Statement

I agree that this logon ID will be used for authorized USPS work within the scope of my organization. I also agree that upon termination of transfer of the user, I will advise the Computer Systems Security Officer in writing as to the disposition of the computer files and/or data and logon ID. I will periodically review the use of the assigned logon ID and computer files and/or data.

Manager's Signature:	Date:
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If you have any questions regarding this RIBBS Web Access Request Form, please contact Technical Support at 877-640-0724 or email us at ribbs@email.usps.gov; otherwise, forward this completed form with accompanying documentation by mail to:

RIBBS TECHNICAL SUPPORT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001



Address Management/NCSC Use Only

NCSC Business Account ID:
ID Assigned:
Password Assigned:
Date E-mailed Customer:
NCSC Initials:
Comments: